CITY COUNCIL AGENDA REQUEST FORM

Today's date: 2 / 16 / 18

Date of meeting 2 / 21 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:
Jennifer Stapleton, City Administrator

Address: 1123 Lake Street

Phone number and email address: 208-265-1483;jstapleton@sandpointidaho.gov

Authorized by: Jennifer Stapleton — Jennifer P. Stapleton
name of City official — *City official's signature*

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Amendment #4 to Contract with Century West for Phase 2 Farmin's Landing & Downtown

Summary of what is being requested: Council approval of Amendment #4 of the City's contract with Century West Engineering to begin Phase 2 conceptual design for Farmin's Landing and engineering design for Phase 2 of Downtown Revitalization including the Bridge/First/Church intersection

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? **Yes or No** ☑ ☐

   If yes, in what way? Funds have been budgeted. Downtown Revitalization expenses are supported by SURA funding; design for Farmin's Landing primarily funded through LOR Foundation grant

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: — Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No** ☑ ☐
   If yes, please specify and suggest a method to accomplish the plan: Community workshops will be held and public feedback will be requested using Open Town Hall Platform as reflected in the scope of work

4. Is an enforcement plan needed? **Yes or No** ☐ ☑ Additional funds needed? **Yes or No** ☐ ☑

5. Have all the affected departments been informed about this agenda item? **Yes or No** ☑ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

SANDPOINT
CITY HALL

AGENDA REPORT

DATE: February 16, 2018

TO: MAYOR AND CITY COUNCIL

FROM: Jennifer Stapleton, City Administrator

SUBJECT: Amendment #4 to Engineering Consulting Services Agreement with Century West

DESCRIPTION/BACKGROUND:

The City has contracted with Century West Engineering for engineering design work for the Downtown Revitalization and Farmin's Landing Projects. This Amendment #4 will expand the scope of work and authorize additional costs for Phase 2 of the Downtown Revitalization Project which is anticipated to go to construction in 2019 and the public input and concept revisions for the Farmin's Landing Project.

STAFF RECOMMENDATION: Approve

ACTION: Approve Amendment #4 with Century West Engineering and authorize the amendment to be signed by the Mayor.

WILL THERE BE ANY FINANCIAL IMPACT? Yes - $41,537 Farmin's Landing; $272,599 Downtown Revitalization Phase 2 HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS: Amendment #4 between City and Century West Engineering

No: 18-
Date: February 21, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDMENT # 4 TO ENGINEERING CONSULTING SERVICES AGREEMENT WITH CENTURY WEST ENGINEERING CORPORATION FOR PHASE 2 CONCEPTUAL DESIGN FOR FARMIN'S LANDING AND PHASE 2 OF DOWTOWN REVITALIZATION INCLUDING BRIDGE STREET, FIRST AVENUE AND CHURCH STREET INTERSECTION

WHEREAS: The City of Sandpoint entered into a Professional Services Agreement with Century West Engineering Corporation to carry out and complete the scope of professional services required for Phase I of the Downtown Streets Reversion Project, via Resolution No. 16-94, which included the conceptual design at Farmin's Landing;

WHEREAS: The City of Sandpoint entered into a Construction Engineering Services Agreement Amendment with Century West Engineering Corporation for Phase 2 which included a study of the intersection at First Avenue, Church Street, and Bridge Street, via Resolution No. 17-58;

WHEREAS: City staff recommends contracting with Century West Engineering Corporation for Farmin's Landing Conceptual Design, Phase 2 and Downtown Revitalization Design, Phase 2, and,

WHEREAS: The scope of work and fee estimate submitted by Century West Engineering Corporation is a time and materials contract with a not to exceed amount of $41,537 for the Farmin's Landing project and $272,599 for the Downtown Revitalization Design project.

NOW, THEREFORE, BE IT RESOLVED THAT: The Mayor is authorized, on behalf of the City, to execute Amendment #4 and Authorization for Century West Engineering Corporation, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

_____
Shelby Rognstad, Mayor

ATTEST:

_____
Maree Peck, City Clerk

City Council Members:

	YES	NO	ABSTAIN	ABSENT
1. Eddy				
2. Aitken				
3. Williamson				
4. Ruehle				
5. Aispuro				
6. Darling				

CENTURY WEST ENGINEERING

AMENDMENT #4 AND AUTHORIZATION FOR ENGINEERING CONSULTING SERVICES

By this Agreement, effective February___, 2018, **City of Sandpoint** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Amendment, the *AGREEMENT AND AUTHORIZATION FOR ENGINEERING CONSULTING SERVICES, EXECUTED NOVEMBER 18, 2016*, and the following additional attachments: Exhibit A-1 Scope of Work – Farmin's Landing Conceptual Design Phase 2, Exhibit A-2 Scope of Work Downtown Revitalization Design Phase 2

Project: Phase 2 Farmin's Landing Conceptual Design
Phase 2 Downtown Revitalization Design, Phase 2

Project No.: 51004.001.09 / 51004.001.10

Scope of Services: See Attached Scopes of Work

Opinion of Probable Cost:

$41,537 Farmin's Landing
$272,599 Downtown Revitalization Design

[T&M]Time & Materials not to exceed specified amount without prior authorization by Client.

City of Sandpoint

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By: _____
Dennis D. Fuller, P.E.

Title: Executive Vice President

Date: March , 2018

Exhibit A-1
SCOPE OF WORK
City of Sandpoint
Farmin's Landing Conceptual Design
Phase 2

General

The Farmin's Landing area located between Bridge Street and Main Street along Sand Creek has been used primarily for parking for the businesses along First Street, access to the dock areas in the creek, and a portion of the bicycle route from downtown (Main Street) and the City Park located on the island. The City has plans to utilize the area for stormwater management, continued bicycle access, access to the water front, and parking. A preliminary conceptual design of the area was provided to the City through previous work on Phase 1 of the Downtown Revitalization Project. The City has met with business and property owners that utilize the area for parking and access to solicit comments on the current concept design.

The City wishes to move forward with final concept design with input from area businesses, property owners, and the Sandpoint community. The Engineer will assist the City in receiving public input and revising the concept design and develop planning level cost estimates based on that input. More specifically the Engineer will provide the following services:

Task 3101 Provide Graphics and Survey Input Requests for City On-line Survey

The Engineer will provide concept design graphics and public input requests to be placed on an on-line City survey on the City's website. The information will be provided to the City for review and approval. The Engineer will make modifications to the input requests based on the City's review and comments.

Task 3102 Public Workshop

The Engineer will coordinate a public workshop and present the current conceptual design in the workshop. Input from downtown business owners and the public will be solicited in the workshop to help the City determine the best uses of the area and changes to the concept design to accommodate those uses.

Task 3103 Expansion of Current Concept Design

The Engineer will meet with City staff and the Mayor to discuss the comments received from local businesses that the City received during previous meetings, survey results and the Local Public Workshop. The concept design will be modified and expanded to show potential layouts to mitigate the impacts to private parking from the planned City improvements. These layouts will be based on the discussions and input from the City and local businesses.

The Engineer will prepare renderings that illustrates the current concept design as expanded. The Engineer will provide copies of the revised concept design and renderings to the City for review and comment. Additional revisions will be made to the design based on comments received from the City.

Task 3104 Final Farmin's Landing Concept Revisions

Based on input received from downtown businesses, public feedback and the City, the Engineer will provide final modifications to the Farmin's Landing concept plan. It is anticipated for this scope that this will be the last revised concept plan to be developed and provided to the City.

Task 3105 Second Public Workshop

The Engineer will prepare plans and renderings of the final concept design. The Engineer will coordinate a second public workshop where the final concept design will be presented. The Engineer will present the final concept to the public and record any comments received.

Task 3106 City Council Meeting

The Engineer will attend a City Council meeting and present the final concept design as well as comments received from the two workshops held.

Task 3107 Estimated Cost

Based on the final concept design the Engineer will prepare and provide to the City a preliminary "planning level" cost estimate for the design, construction, and construction engineering for the planned improvements.

Exhibit A-2
SCOPE OF WORK
City of Sandpoint
Downtown Revitalization Project
Phase 2

General: The City of Sandpoint downtown streets reverted from one way to two way traffic. As part of this reversion First Avenue, and Cedar Street will be reconstructed with a new roadway section, curbs, sidewalks, stormwater, streetscaping, and utility replacement. This work will be completed in multiple phases. The Engineer will provide street and utility design, public involvement assistance, environmental permitting, and funding assistance as part of Phase 2. The improvements to be designed will include; street, utility, stormwater management, streetscaping, and lighting for Cedar Street from 2nd Avenue to First Ave and First Avenue from Cedar Street to Bridge Street. More specifically the Engineer will provide the following services:

Task Series 3100 Conceptual Design/Public Involvement

The City will provide the public involvement on the project. Our role will be to provide information about design choices, provide graphics and preliminary designs to be used in public meetings and open houses. It is anticipated that the City will conduct 2 public open houses and two PAC meetings during the project. The Engineer will attend those meetings to answer questions regarding the design.

Task 3101 Public Open Houses and PAC Meetings
The Engineer will provide presentation boards that reflect the design concepts at two separate public open houses and two Project Advisory Committee (PAC) meetings. The Engineer will attend these meetings to answer questions regarding design concepts, schedule and other project related topics.

Task 3102 City Council Briefings
The Engineer will attend City Council meetings during the design for the purpose of briefing the Council on the progress and key decisions that were made. A total of 3 council meetings are budgeted.

Task 3103 Conceptual/30% Design
The Engineer will develop up to 2 design alternatives for the improvements on Cedar Street from 2nd to 1st Avenues and on First Avenue from Cedar Street to Bridge Street. These alternatives will generally align with the concepts presented in the adopted December 2012, Downtown Streets Plan and Design Guide, and will use the design concepts adopted during the Phase 1 design and public involvement process. Some minor revisions may be necessary to account for actual field revisions and comments received by stakeholders. This concept design is intended for use in public presentations and refinement to design concepts as a result of stakeholder comments. This concept design phase will include:

1. Perspective Vignettes
   - This task includes development of 3D computer model development and up to five hand perspective sketch graphics for visualization of designs for Phase 2.
   - Deliverable: graphics on presentation boards.

2. Preferred Concept Design Draft - Phase 2
   - The Engineer will develop a preferred concept design based upon comments from City staff, stakeholders and the public.
   - Deliverable: illustrative schematic plan

3. Final Concept Design - Phase 2 Cedar Street and 1st Avenue
   - We will prepare a final 30% concept design of the Phase 2 streetscape on Cedar Street and First Avenue based upon comments from City staff, stakeholders and the public that will be carried forward into CDs.
   - Deliverable: Final illustrative schematic plan
     We will prepare a final 30% concept design of the Phase 2 streetscape on Cedar Street and First Avenue based upon comments from City staff, stakeholders and the public that will be carried forward into CDs.
   - Deliverable: Final illustrative schematic plan

4. Bridge/Church/First Intersection
   - The Engineer will refine the intersection concepts previously prepared for the intersections of First & Bridge and First and Church based on review comments from City staff. Final concepts will be used for presentations in workshops and public meetings.

Task 3104 Planning Level Cost Estimate

The Engineer will prepare a planning level cost estimate for the planned improvements for Phase 2. This estimate will be based on the selected conceptual design of Phase 2.

Task 3105 Review and Design Revisions

Based on comments and input from the City and stakeholders, the Engineer will make revisions to the conceptual design (30%) for the Cedar Street and First Avenue improvements. The Engineer will review those changes with City staff for concurrence prior to proceeding into preliminary design.

Task Series 3200 Preliminary Design Drawings (50%)

Task 3201 Base Map Preparation

With data and information collected during the site survey the Engineer will prepare a base map for the areas identified as Phase 2. The Engineer will research existing utilities within the Phase 2 area and show those on the base map. The base map is intended to show the existing surface and underground features in the project area (Phase 2). There may be underground utilities or structures of which there are no records for. Some of these may be identified in data bases, such as DEQ for known underground fuel storage tanks; others may not be identifiable by any means other than excavation. Potholing or exploratory excavation to determine utility existence and location is not a part of this scope.

Task 3202 Permitting/Coordination with Agencies

The Engineer will verify that an NPDES permit is not required for the proposed design. If it is determined that one is required application for the permit and coordination with EPA are not part of this scope and will be considered extra services. The Engineer will review the project with City, State and Federal permitting and regulatory authorities to confirm no other permits will be required for the construction of Phase 2 improvements.

- A Cultural Resources Survey (CRS) was completed for all phases of the project. Because one was determined to not be needed to construct Phase 1 the survey was not submitted to any State or Federal agencies for review. It is not anticipated that a CRS will be required. If due to funding one is required final completion of the report, submittal to required agencies is not a part of this scope and will be considered extra work.

Task 3203 Traffic Flow Analysis and Signing Recommendations

The Engineer will evaluate the new traffic flow patterns with the street reversion, to determine appropriate traffic control signage and striping, including provisions for additional stop/yield signs as warranted and make recommendations to the City for consideration. The assessment will be based on passenger vehicle and truck counts (and/or forecasts) available from the City Street Standards and the "best practice" planning guidelines highlighted by the City, AASHTO, ITD, MUTCD, and HCM. Based on City Staff observations and public comments on existing traffic control, the Engineer will recommend any additional or modifications to existing traffic control within the Phase 2 improvement area. Mid-block and intersection pedestrian crossing locations will be determined based on City staff and stakeholder comments.

Task 3204 Client/Consultant Meetings

The Engineer will meet with city staff on a bi-weekly basis to discuss the project. One meeting per month will be in person with the second meeting conducted over the phone. The Engineer will prepare and provide a status report for discussion of these meetings. The report will include summaries of; work completed, issues encountered, proposed or final resolution to issues, work scheduled for next reporting period, and decisions, information, or input needed from the City.

Task 3205 Design Team Meetings

The Engineer will meet with design team members as needed to coordinate work, update work schedules, and review progress. The City may be requested to attend some of these meetings, if issues arise that need their input or decision.

Task 3206 Cover, Index, Drawing Legends

The Engineer will prepare a cover sheet and an Index and Drawing Legend sheet for the contract plans. These drawings will be preliminary and will cover the area of construction for Cedar Street (2nd to 1st Avenues, and First Avenue (Cedar Street to Bridge Street).

Task 3207 Plan and Profile Drawings and Detail Sheets

The Engineer will prepare preliminary Plan and Profile Drawings for the improvements to Cedar Street from 2nd Avenue to 1st Avenue and First Avenue from Cedar Street to Bridge Street. Drawings will be at 1-inch to 50 feet scale and will show existing surface features, known underground utilities, elevations and location of planned street and stormwater management and disposal improvements. Vertical scale will be 1-inch to 5 feet. It is anticipated that up to 22 plan and profile sheets will be required to show the proposed improvements for street and stormwater. Detail sheets will be prepared to show roadway cross-sections, drainage structures and other details necessary to describe the work.

Task 3208 Utility (Sewer, Water, Others) Plans

The Engineer will review the need for utility replacement within the Phase 2 project area. City staff will be consulted regarding sewer, water, and storm sewer. Private utility companies will be notified of the proposed work and asked if utility work is planned during construction. Any work to be completed by private utility companies will be identified in the Contract Documents.

The Engineer will review utility comprehensive plans and discuss with City staff the need for increasing pipeline capacities of City owned facilities to meet future system demands.

The Engineer will coordinate the proposed utility and street improvements with private utility companies to identify and address conflicts. The City is pursuing options with AVISTA to place power lines within the project boundary underground. The Engineer will coordinate with AVISTA and provide the necessary coordination of this work in the Contract Documents.

The City will provide utility record drawings, comprehensive plans, GIS data, and other requested information related to their existing utilities.

Task 3209 Stormwater Management Plan

The Engineer will prepare a stormwater management plan for the Phase 2 project area. This plan will be a letter report that includes stormwater runoff calculations, stormwater detention and on-site treatment and disposal estimates, and stormwater overflow and storm sewer sizing calculations. The location of treatment and on-site disposal facilities as well as the off-site retention and treatment at the Farmin's Landing site will be identified and storm sewer recommendations will be given in the report. It is assumed that the Farmin's Landing conceptual design at the time of this scope will not change significantly and that stormwater management on this site will be determined based on the current conceptual design. Alternatives will be developed for utilizing the Farmin's Landing are for stormwater. These alternatives will include installing stormwater facilities in the area based on conceptual design or making provisions in the Downtown Revitalization stormwater improvements to divert flows with future Farmin's Landing improvements. With the City's concurrence of these plan improvements will be shown on the contract plans.

Task 3210 Streetscaping/Planting Plans

This task includes the following subtasks:

1. Pedestrian Hardscape/Materials & Layout Plan – These plans include dimensioned layout plans for hardscape elements and materials, including pedestrian paving, intersection and parking aisle scoring/marking, ornamental lighting, seat walls, benches, way finding signage, bike racks, and other exterior site improvements found in pedestrian areas.
2. Irrigation Plan and Details - This includes a diagrammatic layout of landscape irrigation piping, valves, control equipment, sprinkler heads, and related equipment, specifically calling out pipe and equipment sizing types, brand, and model.
3. Planting Plan and Details - This plan will include graphic location and identification of plant materials to be used including sizes, and varieties.
4. Construction Details – Includes detailing of pedestrian pavements, seat walls and site furniture installation.
5. Deliverables: 50% Pedestrian Hardscape & Layout Plan, 50% Irrigation Plan and details, 50% Planting Plan and details, 50% construction details.

Task 3211 Electrical Plans

The Engineer will prepare preliminary electrical plans and details to define the necessary electrical work to serve the street lighting on the project.

Task 3212 Striping and Signage Plans

The Engineer will prepare a Striping and Signage Plan(s) for Phase 2 . (This plan(s) will show lane, parking, crosswalk, and stop bar pavement striping as well as traffic direction arrows, and bicycle and disabled markings as required. The location and type of traffic directional, control, and parking signs will also be shown on the drawings. Private signs removed during construction, if approved by the City will be shown for re-installation.

Task 3213 Preliminary Cost Estimate (Phase 2)

The Engineer will prepare a Preliminary Project Cost Estimate for the Phase 2 improvements. This estimate will be based on improvements shown in the 50% drawings and recent construction bid results for similar work. Construction management and administration will be estimated as a percentage of construction cost.

Task 3214 Contract Documents

The Engineer will prepare preliminary Contract Documents for Phase 2 construction work. These documents will be based on the 2015 edition of "Idaho Standards for Public Works Construction" (ISPWC). Documents will also include; bidding requirements, special contracting and award provisions, special provisions and technical specifications not covered in the ISPWC standards.

Task 3215 Construction Sequencing Plan

The Engineer will develop a Construction Sequencing Plan to be included in the contract documents. The purpose of this plan is to identify location, schedule, and timing constraints of the construction work on the project. These constraints are intended to minimize interruption of local business activities, and community events. The plan will be developed from input gathered through the public involvement phase.

Task 3216 City/Agency/Design Team Reviews

The Engineer will provide 8 copies of the 50% design plans and contract documents to the City for review. The Engineer will meet with City staff to discuss the documents and answer questions. The Engineer will conduct an internal review of the documents with the design team and independent QA/QC reviewers.

Task Series 3300 Final Contract Documents

Task 3301 Client/Consultant Meetings

The Engineer will continue to meet with city staff during final design on a bi-weekly basis to discuss the project. One meeting per month will be in person with the second meeting conducted over the phone. The Engineer will prepare and provide a status report for discussion of these meetings. The report will include summaries of; work completed, issues encountered, proposed or final resolution to issues, work scheduled for next reporting period, and decisions, information, or input needed from the City.

Task 3302 Design Team Meetings

The Engineer will continue to meet with design team members during final design as needed to coordinate work, update work schedules, and review progress. The City may be requested to attend some of these meetings, if issues arise that need their input or decision.

Task 3303 Plan and Profile Drawings and Detail Sheets

The Engineer will prepare Final Plan and Profile Drawings and Detail Sheet for the improvements in Phase 2. Input received from City Staff, PAC, City Council, and comments from the 2 previous workshops will be incorporated into the final drawings where applicable. These drawings will be considered 95% complete with only minor modifications needed for bid ready documents.

Task 3304 Utility (Sewer, Water, Others) Plans

The Engineer will prepare final drawings of the storm sewer drawings on Cedar Street and First Avenue for roadway runoff. Review comments received from City Public Works Staff will be incorporated into these drawings. They will be considered 95% complete with only minor modifications needed to be bid ready.

Task 3305 Stormwater Management Plan

Based on City comments, a Final Stormwater Management Plan letter will be provided. This letter will include the final design decisions made during preliminary design.

Task 3306 Streetscaping/Planting Plans

This task includes the following subtasks:

1. Pedestrian Hardscape/Materials & Layout Plan – Finalization of plans as described in task 3213.
2. Irrigation Plan and Details - Finalization of plans as described in Task 3213.
3. Planting Plan and Details - Finalization of plans as described in Task 3213.
4. Construction Details – Finalization of construction details as described in Task 3213.
    - Deliverables: 95% Pedestrian Hardscape & Layout Plan, 95% Irrigation Plan and details, 50% Planting Plan and details, 95% construction details.

Task 3307 Electrical Plans

From comments and changes made to the street lighting plans, the Engineer will prepare final electrical plans. They will be considered 95% complete with only minor modifications needed to be bid ready.

Task 3308 Striping and Signage Plans

The Engineer will prepare a Final Striping and Signage Plan(s) for Phase 2 based on input received from City Staff and though the public involvement process. This plan(s) will show lane, parking, crosswalk, and stop bar pavement striping as well as traffic direction arrows, and bicycle and disabled markings as required. The location and type of traffic directional, control, and parking signs will also be shown on the drawings. Private signs removed during construction approved by the City to remain will be shown for re-installation.

Task 3309 Construction Sequencing Plan

With input from City Staff, public workshops, and discussions with business and property owners, the Engineer will develop a Final Construction Sequencing Plan to be included in the contract documents. The purpose of this plan is to identify location, schedule, and timing constraints of the construction work on the project.

Task 3310 Contract Documents

The Engineer will prepare Final Contract Documents for Phase 2 construction work. These documents will be based on the 2015 edition of "Idaho Standards for Public Works Construction" (ISPWC). Documents will also include; bidding requirements, special contracting and award provisions, special provisions and technical specifications not covered in the ISPWC standards.

Task 3311 Engineers Estimate

The Engineer will provide an Engineers Estimate of the Phase 2 construction cost. This estimate will be based on items in the final bid schedule and will be used in evaluation of bids received. Cost will be determined using recent bid prices for similar work and will reflect the scope of the construction work shown on the final plans.

Task 3312 Final Document Reviews

The Engineer will provide 8 copies of the Final Design Plans and Contract Documents to the City for review. The Engineer will meet with City staff to discuss the documents and answer questions. The Engineer will conduct an internal review of the documents with the design team. This review will determine any changes needed prior to advertising the project for bid.

Task Series 3400 Bidding Period Services

Task 3401 Pre-Bid Conference

The Engineer will attend and conduct a Pre-Bid Conference for prospective bidders on the project. The Engineer will summarize bidding requirements and the scope of work on the project in the conference. The bidders' attention will be directed to any special requirements and given the opportunity to ask questions. If there is interest, the Engineer will provide a site tour of the project area.

The Engineer will prepare minutes of the Pre-Bid Conference; those minutes will be made a part of Addendum 1 of the Contract Documents.

Task 3402 Answer Bidders Inquiries

The Engineer will be the primary contact for bidders request for clarification of the contract plans and documents. The Engineer will respond to bidder communications. Unless the Engineer can direct the bidder asking for clarification to the applicable section or part of the documents that directly answers his/her question, all clarifications or changes will be addressed by Addendum.

The Engineer will maintain a planholders list of all bidders, agencies, plan centers, and others that have a set of bid plans and documents.

Task 3403 Issue Addenda

If required through bidders' questions, needs for clarification or changes, the Engineer will prepare and distribute to all planholders addenda as needed through the bid period.

Task 3404 Bid Opening

The Engineer will attend and assist the City in the Bid Opening for the project. The Engineer will provide consulting to the City regarding proper protocol and procedures for accepting and opening any bids received.

Task 3405 Evaluate Bids/Recommend Award

The Engineer will review all bids received for the project. The Engineer will evaluate the bids based on responsiveness to bidding requirements, amount of bid, and the bidders' ability to complete the work. The Engineer will prepare a bid tabulation of all bids received and accepted. Based on the evaluation, the

Engineer will recommend to the City the amount and to whom the bid can be awarded, or rejection of all bids.

Alternate Task Series 3500 Public Involvement Program
At the City's option the Engineer will provide the following additional services. These services can be provided for additional fee through an amendment approved in writing prior to any work:

Our design process begins at the forefront of the project with an inclusive collaboration of the project stakeholders. The entire process will serve as a community education and understanding of the future of the Downtown streetscape. Our role will be to provide information about design choices and help the community make informed decisions regarding stormwater locations, parking, loading zones, pedestrian crossing treatments, locations of public art and streetscape.

Task 3501 Public Involvement Plan Development
Our team will develop a public involvement plan to identify outreach methods, participants, dates, times, formats, and goals for each meeting. The plan will also define, in collaboration with the City's project manager, a roster for the Project Advisory Committee (PAC). The Public Involvement Plan will be submitted to the City for review and quality control.

Task 3502 Stakeholder Meetings/Site Tours
The Consultant will have one on one meetings with stakeholders that are directly impacted by construction of the improvements this will include City Staff, Sandpoint Urban Renewal District, Sandpoint Chamber, the Ped/Bike Advisory Commission, the Parking Committee, the Sustainability Committee, the Arts Commission, and property owners and tenants within the project boundary. Meetings will be conducted by the consultant project team and the City and other city core team members, as needed.

Task 3503 Website/Social Media Development and Maintenance
Creating a project website, will allow the team and the City to present general information about the project and house public feedback tools such as a public survey. The survey will be developed (with PAC review) to solicit feedback from the public and stakeholders regarding the design of street improvements, parking, access, loading zones, and street furniture/desired amenities. Our team will produce a graphic summary of the design components. The consultant will provide an alert to interested stakeholders regarding information changes on the project website. It is anticipated that the website developed for the Phase 1 Improvements can be used with modifications to serve for Phase 2 Improvements.

Task 3504 Public Workshop
The project team proposes conducting a public workshop during the conceptual design phase of the project in addition to the online public engagement in Task 3103. Our public involvement approach focuses on engaging people in meaningful ways so that users, property owners, and stakeholders are all integral to the planning and design process.

The first public workshop: A conceptual (30%) design will be presented at this workshop. The design will take the concepts developed in the Downtown Streets Design Guide and during the Phase 1 design and show those in plan view. Public input will be solicited and used to refine those concepts in preliminary design. Future project phasing and Phase 2 construction work sequencing will also be discussed to get public and business input.

Task 3505 PAC Meetings/City Council Briefings

The Engineer will coordinate and conduct Project Advisory Committee meetings at critical stages of the design phases. For this scope of work, a total of 2 meetings are anticipated and budgeted. The Engineer will also attend City Council meetings during those phases for the purpose of briefing the Council on the progress and key decisions that were made.

Consultant Fee Determination Summary Sheet
City of Sandpoint
Farmin's Landing Conceptual Design - Phase 2
51004.001.09

		PERSONNEL & LABOR RATE												
Employee Type		Project Manager	Project Engineer	Engineer in Training	CADD Technician	Project Coordinator								
Activity Code (see below)														
Rate		$250.39	$160.95	$96.44	$93.96	$101.34				MAN HOURS	LABOR COST	ITEMIZED EXP	SUB COST	TOTAL COST
TASK NUMBER	DESCRIPTION													
3101	Provide Graphics & Survey Input Requests for Survey	2	2		3	1				8	$1,206	$20	$5,094	$6,320
3102	Local Business Workshop	8	4		2	2				16	$3,038	$100	$4,893	$8,031
3103	Expansion of Current Concept Design	2	2	2	1					7	$1,110	$20	$9,250	$10,380
3104	Final Farmin's Landing Concept Revisions	2	2							4	$823	$20	$3,820	$4,663
3105	Public Workshop	8	4	2	1	1				16	$3,035	$100	$2,547	$5,682
3106	City Council Meeting	4								4	$1,002	$100	$637	$1,739
3107	Estimated Cost	4	1	8		2				15	$2,137	$50	$2,537	$4,724
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
										0	$0	$0		$0
	Total Manhours	30	15	12	7	6	0	0	0	70				
	Total Labor Cost	$7,512	$2,414	$1,157	$658	$608	$0	$0	$0		$12,349	$410		
	Total Cost	$7,512	$2,414	$1,157	$658	$608	$0	$0	$0		$12,349	$410	$28,778	**$41,537**

Consultant Fee Determination Summary Sheet
City of Sandpoint, Street Reversion Project - Phase 1
Century West Engineering Corporation
51004.001.02

TASK NUMBER	DESCRIPTION	Principal in Charge	Project Manager	Project Engineer	Staff Engineer	CADD Tech.	Field Tech.	Clerical	Planner	MAN HOURS	LABOR COST	ITEMIZED EXP	SUB-CONSULTANTS	TOTAL COST
		PERSONNEL & LABOR RATE												
	RATE	$250.39	$139.35	$96.44	$76.76	$93.96	$109.55	$59.68	$129.21					
	3100 Conceptual Design/Public Involvement													
3101	Public Open Houses and PAC Meetings	10	6	4	0	6	0	2	0	28	$4,409	$50	$20,480	$24,939
3102	City Council Briefings	10	2	2	0	2	0	2	0	18	$3,283	$150	$0	$3,433
3103	Conceptual/30% Design	4	10	30	0	30	0	6	0	80	$8,465	$100	$17,190	$25,755
3104	Planning Level Cost Estimate	2	4	8	0	0	0	2	0	16	$1,949	$50	$2,620	$4,619
3105	Review and Design Revisions	2	2	6	0	16	0	0	0	26	$2,861	$50	$1,425	$4,336
	Subtotal	28	24	50	0	54	0	12	0	168	$20,967	$400	$41,715	$63,082
	3200 Preliminary Design Drawings (50%)													
3201	Base Map Preparation	2	2	4	0	16	0	0	0	24	$2,669	$50	$1,080	$3,799
3202	Permitting/Coordination w/ Agencies	4	6	4	0	0	0	2	0	16	$2,343	$50	$810	$3,203
3203	Traffic Flow Analysis and Signing Recommendations	2	4	6	0	4	0	2	0	18	$2,132	$50	$405	$2,587
3204	Client-Consultant Meetings	10	10	16	0	0	0	4	0	40	$5,679	$150	$2,785	$8,614
3205	Design Team Meetings	10	10	8	0	0	0	2	0	30	$4,788	$50	$3,820	$8,658
3206	Cover, Index, Drawing Legends	2	0	0	0	4	0	0	0	6	$877	$50	$270	$1,197
3207	Plan & Profile Drawings	4	8	80	0	30	0	4	0	126	$12,889	$200	$9,450	$22,539
3208	Utility (Sewer, Water, Others)	2	0	4	0	3	0	2	0	11	$1,288	$50	$6,750	$8,088
3209	Stormwater Management Plan	2	8	2	0	0	0	2	0	14	$1,928	$50	$2,790	$4,768
3210	Streetscaping/Planting Plans	2	4	0	0	0	0	0	0	6	$1,058	$100	$20,875	$22,033
3211	Electrical Plans	2	4	0	0	0	0	0	0	6	$1,058	$100	$4,080	$5,238
3212	Striping & Signage Plans	2	0	6	0	3	0	0	0	11	$1,361	$50	$540	$1,951
3213	Preliminary Cost Estimate (Phase 1)	2	4	4	0	0	0	2	0	12	$1,563	$50	$2,080	$3,693
3214	Contract Documents	2	6	4	0	0	0	4	0	16	$1,961	$150	$2,240	$4,351
3215	Construction Sequencing Plan	4	4	0	0	0	0	2	0	10	$1,678	$50	$270	$1,998
3216	City/Agency/Design Team Review	4	0	2	0	0	0	2	0	8	$1,314	$50	$3,495	$4,859
	Subtotal	56	70	140	0	60	0	28	0	354	$44,587	$1,250	$61,740	$107,577
	3300 Final Contract Documents (95%)													
3301	Client-Consultant Meetings	10	10	10	0	4	0	2	0	36	$5,357	$150	$810	$6,317
3302	Design Team Meetings	10	10	8	0	0	0	2	0	30	$4,788	$50	$4,055	$8,893
3303	Plan & Profile Drawings	8	8	50	0	25	0	2	0	93	$10,408	$200	$4,050	$14,658
3304	Utility (Sewer, Water,Others)	2	0	4	0	3	0	2	0	11	$1,288	$50	$4,050	$5,388
3305	Stormwater Management Plan	2	2	0	0	0	0	2	0	6	$899	$50	$11,710	$12,659
3306	Streetscaping/Planting Plans	2	2	0	0	0	0	0	0	4	$779	$100	$13,615	$14,494
3307	Electrical Plans	2	2	0	0	0	0	0	0	4	$779	$100	$5,560	$6,439
3308	Striping & Signage Plans	2	0	4	0	2	0	2	0	10	$1,194	$50	$270	$1,514
3309	Construction Sequencing Plan	2	2	2	0	0	0	2	0	8	$1,092	$50	$270	$1,412
3310	Contract Documents	2	4	2	0	0	0	2	0	10	$1,370	$200	$1,440	$3,010
3311	Engineer's Estimate	2	2	4	0	0	0	2	0	10	$1,285	$50	$2,180	$3,515
3312	Final Document Review	4	4	0	0	0	0	2	0	10	$1,678	$50	$2,725	$4,453
	Subtotal	48	46	84	0	34	0	20	0	232	$30,918	$1,100	$50,735	$82,753
	3400 Bidding Period Services													
3401	Pre-Bid Conference	8	4	2	0	0	0	2	0	16	$2,873	$100	$550	$3,523
3402	Answer Bidders Inquiries	2	6	4	0	0	0	2	0	14	$1,842	$50	$2,305	$4,197
3403	Issue Addenda	2	6	4	0	0	0	2	0	14	$1,842	$50	$3,170	$5,062
3404	Bid Opening	6	6	0	0	0	0	4	0	16	$2,577	$100	$0	$2,677
3405	Evaluate Bids/Recommend Award	8	6	0	0	0	0	2	0	16	$2,959	$100	$670	$3,729
	Subtotal	8	6	0	0	0	0	2	0	76	$12,093	$400	$6,695	$19,188
	3600 Construction Funding Assistance													
3601	Funding Consultation	0	0	0	0	0	0	0	0	0	$0	$0	$0	$0
3602	Complete Funding Applications	0	0	0	0	0	0	0	0	0	$0	$0	$0	$0
	Subtotal	0	0	0	0	0	0	0	0	10	$0	$0	$0	$0
	GRAND TOTAL	140	146	274	0	148	0	62	0	840	$108,564	$3,150	$160,885	$272,599